

**Arbor Village HOA Board Meeting  
Windermere Conference Room  
13106 240th St. #200, Kent, WA  
Thursday, January 19, 2017, 6:00 PM**

Minutes

Board Members Present: Debbie Sampson, President/Treasurer; Jill Miller, Secretary; Steven Ishikawa, Member at Large

Also Present: Lynn Sutherland, Manager, WPM South

Homeowners Present: Sherida Mesake, Abbie Woodland

Homeowner Forum

A homeowner forum was held

Call to Order:

The meeting was called to order by the President at 6:33 pm, quorum established

Appointment of Board Members

Roundtable introductions were made and were followed by a general Q&A discussion concerning board responsibilities. New Board members were appointed, Abbie Woodland and Sherida Mesake, and Steven Ishikawa, prior Board member, was also appointed. The Board Member Code of Conduct was distributed for signature. The Board set positions as follows:

Debbie Sampson, President  
Abbie Woodland, Vice President  
Jill Miller, Secretary  
Sherida Mesake, Treasurer  
Steven Ishikawa, Member at Large

Approval of Minutes:

Minutes of the October 11, 2016 Board meeting were reviewed and approved.

Financials:

The Board reviewed the December Financials and noted the cash position as of 12/31/16. Manager will send "Treasurer Tip Sheet" to new Board members.

Delinquencies:

Delinquencies were reviewed with no new issues.

Unfinished Business:

- Fence Standard
  - Board reviewed the re-draw of the Fence Standard and added the following:
    - Paint/stain color information
    - Photos of finish options
  - The Manager will send the final version of the Standard drawing along with a draft cover letter for Board review. The letter and Fence Standard will be sent with the annual dues statements.

Unfinished Business cont'd:

- Work Solicitation letter

The Board will review a final draft of the work solicitation letter prior to mailing. The letter will be mailed within the next week.

New Business:

Exterior home appearance discussion was tabled until the next meeting

Next Meeting:

February 16, 2017, 6:00 PM at WPM South

Adjournment:

Meeting was adjourned at 8:28 pm

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Minutes submitted by Jill Miller, Secretary for Arbor Village HOA